



THE UNIVERSITY *of* EDINBURGH

Equality Impact Assessment Template

If you require this template in an alternative format, such as large print or a coloured background please contact HRHelpline@ed.ac.uk.

You'll find it useful, before filling in this assessment template, to complete the online course:

[Introducing Equality Impact Assessment](#)

This template is designed to be used alongside the:

EqIA [Guidance and Checklist](#)

EqIA [Policy Statement](#)

EqIA covers policies, functions, practices and activities, including decisions and the delivery of services, but will be referred to as 'policy/practice' hereinafter.

A. Key Information	
Policy/practice name:	Mylifestyle Staff Benefits & Discount Platform
General background/aims of policy/practice:	The Mylifestyle online platform allows employees to select benefits and access retail and other discounts, this was launched in December 2020. The University is set to migrate to the upgraded Mylifestyle benefits platform in June 2025, which will include new voluntary benefits and auto-registration for all employees, providing access to the portal from the start of their employment. Mylifestyle is provided via an external partner – Reward Gateway EdenRed.
School/Dept:	Human Resources
Assessed by: (name & job title)	Louise Kidd, HR Partner Reward
Sign off by: (name & job title)	Sheila Jardine, Senior HR Partner Reward
Sign off date:	28 May 2025
Review date:	May 2028

B. Reason for EqIA	(Check one)
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New policy/ practice is proposed	<input type="checkbox"/>
Change to existing policy/practice is proposed	<input checked="" type="checkbox"/>
Other (describe in Section D below)	<input type="checkbox"/>

C. Who will most impacted by this proposal?

Consider carefully how your proposal will impact both positively and negatively on people from different groups.

Consider the 9 protected characteristics as below in your proposal. There may be other identity characteristics that you wish to also include in your impact assessment. It is expected that you will consider all equality groups for impact. Please indicate below (with a tick) which groups you feel will be most affected by your proposal.

Age	<input type="checkbox"/>	Race (including ethnicity and nationality)	<input type="checkbox"/>	Marriage and civil partnership¹	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	Religion or belief (including no religion or belief)	<input type="checkbox"/>	Sex	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	Pregnancy and maternity	<input type="checkbox"/>	Sexual orientation	<input type="checkbox"/>
Other characteristics	<input type="checkbox"/>				

D. Consideration of Impact

Show your considerations of how all of the above protected characteristics may be impacted. The following prompts will help you to reflect:

- What information and evidence do I have about the needs of relevant equality groups – is this sufficient to fully assess impact?
- Could this policy/practice lead to discrimination (direct or indirect), harassment, victimisation, or create barriers or less favourable treatment for particular groups and how can you mitigate any negative impacts?
- Does this policy/practice contribute to advancing equality of opportunity and fostering good relations?

¹ Note: only the duty to eliminate discrimination applied to marriage and civil partnership. There is no need to have regard to advancing equality or opportunity or fostering good relations in this respect.

- How can communication of the policy/practice be made accessible to all relevant groups?

The move to the upgraded Mylifestyle benefits platform will provide increased functionality, additional voluntary staff benefits and greater retail discount percentages.

The increased functionality includes auto-registration so employees will be given access to the Mylifestyle portal from the very start of their employment. In addition, all employees will receive an email, advising them of how to access the University's staff benefits and discounts via the new portal, rather than having to proactively seek information and sign up. This function will enhance engagement with all employees and advance equality of opportunity.

The ungraded platform will host the following additional voluntary staff benefits:

- Dental Insurance (Unum)
- Healthcare Cash Plan (Westfield Health)
- Discounted Gym Membership (Epassi)
- Technology and Smartphone (Currys)
- Mortgage Advice (Charles Cameron)
- Electric Vehicle Scheme (Tusker)

Currently employee benefits and discounts are spread across the HR Pay & Reward SharePoint site and the existing Mylifestyle Benefits Portal. The upgraded platform allows for all benefits and discount information to be in one easily accessible place.

Consideration has been given to those staff with visual impairments. Reward Gateway EdenRed have confirmed that they follow W3C Web Content Accessibility Guidelines and applicable legislation which enables the following on the platform:

- Change of colours, contrast levels and fonts using browser or device settings
- Zoom in up to 400% without the text spilling off the screen
- Navigate most of the website using a keyboard or speech recognition software
- Listen to most of the platform using a screen reader (including the most recent versions for JAWS, NVDA and VoiceOver).

These modifications allow staff with visual impairments to customise the appearance of Mylifestyle to suit their own reading needs and also allows staff with reading difficulties relating to conditions such as dyslexia to customise the appearance of the portal.

The upgraded portal will be of benefit to all staff members including those with protected characteristics.

Consideration has also been given to those members of staff who do not have access to computer facilities. The Mylifestyle platform's App functionality mirrors the online platform – so access can be made via smart phone.

Communication regarding the upgrade will be through a variety of medians such as the internet and emails. All communication will be made available in alternative format upon request. In addition, HR Partners and Managers will be also be briefed on the upgrade and for those who do not have access to a computer – information will be communicated locally.

E. Equality Impact Assessment Outcome Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision.	(Check one)
Outcome 1: No change required – the assessment is that the policy/practice is/will be robust.	<input checked="checked" type="checkbox"/>
Outcome 2: Adjust the policy or practice – this involves taking steps to remove any barriers, to better advance equality and/or to foster good relations.	<input type="checkbox"/>
Outcome 3: Continue the policy or practice despite the potential for adverse impact, and which can be justified.	<input type="checkbox"/>
Outcome 4: Stop the policy or practice as there are adverse effects which cannot be prevented/mitigated/or justified.	<input type="checkbox"/>

F. Action and Monitoring Describe any actions you will take to address the findings of this EqlA. <ul style="list-style-type: none"> How can I involve equality groups or communities in the ongoing monitoring, review and potential future development, of this policy/practice? Describe how the policy/practice will be monitored going forward, to ensure that impact is frequently reviewed. Make sure you add a review date in Section A above.
Communications will encourage all users to report any issues impacting them. All feedback will be monitored and acted upon to identify any positive or negative impact on any protected characteristics.

G. Publish
Send your completed EqlA to the HR EDI team (equalitydiversity@ed.ac.uk) to published, and keep a copy for your own records.